

# Summer series: frequently asked questions

Find answers to your questions on entries, exams, results, non-exam assessments (NEA) and more.

## Entries

### **When should we submit estimate entries?**

The window for estimated entries is normally from September to October. However, estimated entries should be submitted before the deadline, as this guarantees delivery of pre-release materials.

More information can be found on our estimated entries page: [aqa.org.uk/exams-administration/entries/make-entries/early-entry-information](https://aqa.org.uk/exams-administration/entries/make-entries/early-entry-information)

### **Which subjects need estimated entries?**

A list of subjects that require estimated entries can be found on our estimated entries page: [aqa.org.uk/exams-administration/entries/make-entries/early-entry-information](https://aqa.org.uk/exams-administration/entries/make-entries/early-entry-information)

### **Where/how do I submit estimated entries?**

Estimated entries can be submitted using Centre Services. Find instructions on submitting estimated entries: [aqa.org.uk/exams-administration/entries/make-entries/early-entry-information](https://aqa.org.uk/exams-administration/entries/make-entries/early-entry-information)

### **Can we enter a private candidate for a specific subject?**

Check the entry codes book, as this contains each qualification and below each qualification it indicates whether the qualification is available to private candidates.

Find the entry codes book on our entries page: [aqa.org.uk/exams-administration/entries/make-entries](https://aqa.org.uk/exams-administration/entries/make-entries)

### **Do we need separate approval to make entries for non-general qualifications (non-GQs) like Entry Level Certificates (ELC), Functional Skills, Applied Generals etc?**

No, if the centre is AQA approved then nothing else is required. The centre just needs to make sure they make the entries.

### **Deadlines for entries, late entries, amendments, very late entries and receiving a refund for withdrawing?**

This information is available on our entry fees page: [aqa.org.uk/exams-administration/entries/entry-fees](https://aqa.org.uk/exams-administration/entries/entry-fees)

### **How to make an entry on Centre Services?**

Information on making entries on Centre Services, including a video tutorial, can be found on our website: [aqa.org.uk/exams-administration/entries/make-entries/make-entries-with-centre-services](https://aqa.org.uk/exams-administration/entries/make-entries/make-entries-with-centre-services)

### **Do I need to enter a Unique Learner Number (ULN)?**

Only mandatory for internal candidates at state-funded centres.

**Where can I find a candidate's previous Unique Candidate Identifier (UCI)?**

It will be listed on a previous statement of results or you may have to contact the centre they previously took their exams at.

**Sent an entry file via Electronic Data Interchange (EDI)/A2C/Management Information System (MIS), but not sure if AQA has received it (no entries showing)?**

In the 'entries, amendments and queries' section, it will show as 'processing in progress', which means we have received the file, but it's in the queue to be processed.

**Made entries via Centre Services, can we amend via EDI/A2C/MIS?**

No, the same system must be used to make amendments. The same applies for if the initial entry was made on EDI/A2C/MIS, then the amendments must be made through this system.

**When is the final date to amend a name on an entry without incurring a charge?**

The final date is two weeks before results day.

## Exams

**Where to download papers if they haven't arrived, if a late entry was made or if they have a transferred candidate?**

Papers are available on day of exam in the resources section on Centre Services. Papers are available 90 minutes before the published start time of an exam.

**Paper isn't available on Centre Services day of exam section, how can it be accessed?**

Your centre can call us on the day and we can email the paper to a centre administrator or the head of centre.

**How are papers collected?**

Parcelforce will be in contact to arrange the collection.

**What to do if paper collection can't be arranged for same day?**

Keep papers in secure storage until a collection can be arranged.

**How soon after the exams will the papers be available?**

Visit our website for information: [aqa.org.uk/exams-administration/exams/whats-available-when](https://www.aqa.org.uk/exams-administration/exams/whats-available-when)

## Non-exam assessment (NEA)

**Submission deadline dates?**

Visit our deadlines page to find dates for each qualification: [aqa.org.uk/exams-administration/coursework-controlled-assessment-nea/deadlines-for-controlled-assessment](https://www.aqa.org.uk/exams-administration/coursework-controlled-assessment-nea/deadlines-for-controlled-assessment)

**Where to submit?**

In the Centre Marks Submission section of Centre Services. Find instructions on our website: [aqa.org.uk/exams-administration/coursework-controlled-assessment-nea/submit-marks/submit-marks-online](https://www.aqa.org.uk/exams-administration/coursework-controlled-assessment-nea/submit-marks/submit-marks-online)

### **Can marks be carried forward?**

Yes and instead of entering a mark, there is a column adjacent where a special status should be selected instead.

## Results

### **When is results day?**

Results day dates can be found on our website: [aqa.org.uk/exams-administration/results-days](https://www.aqa.org.uk/exams-administration/results-days)  
However, results can be accessed the day before (the Wednesday known as EDI day) by exams office staff and the head of centre.

### **Where can grade boundaries be found?**

On results day, grade boundaries will be available on our website: [aqa.org.uk/exams-administration/results-days/grade-boundaries](https://www.aqa.org.uk/exams-administration/results-days/grade-boundaries)

### **When will we receive our certificates?**

The date of delivery window is on our website: [aqa.org.uk/exams-administration/after-results/exam-certificates](https://www.aqa.org.uk/exams-administration/after-results/exam-certificates)

## Post-results

### **When are the post results deadlines?**

Post-results deadlines can be found on our website: [aqa.org.uk/exams-administration/after-results/post-results](https://www.aqa.org.uk/exams-administration/after-results/post-results)

### **Unable to find the scripts we requested**

When viewing requests, there is an arrow on the right hand side above the table. This arrow needs to be clicked to scroll right and at the end the pdf will be available.

## Other

### **What is the series code?**

- 6G24 (GCSE, ELC, FCSE, L1PJ, L2PJ, L2 and TA)
- 6A24 (GCE, L3, FS and EXPJ)

### **Why can't I apply for access arrangements on access arrangements online (AAO) for Functional Skills?**

Functionals Skills isn't covered by Joint Council for Qualifications (JCQ). Centre will need to contact our Access arrangements team.

For more information see our website: [aqa.org.uk/exams-administration/special-requirements/access-arrangements](https://www.aqa.org.uk/exams-administration/special-requirements/access-arrangements)

Access arrangements contact email: [AccessArrangementsQueries@aqa.org.uk](mailto:AccessArrangementsQueries@aqa.org.uk)

### **Exams Officer has left, how do we change our admin? How do we add an additional admin?**

Email [eos@aqa.org.uk](mailto:eos@aqa.org.uk) and we'll process this request.

**How do we inform you that we have changed our Head of Centre?**

Inform the National Centre Number (NCN) Register (managed by OCR on behalf of the JCQ) and they will then provide us with an update.

Email: [ncn@ocr.org.uk](mailto:ncn@ocr.org.uk)